

**NFA Diversity Council  
Minutes of Meeting  
March 20, 2003**

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**Attendees:** Helen Hurcombe, Ann Hennelly, David Murdock, Dick Bennett, Mary E. Ortiz and Tammie Herrin

**Video Conference:** EASC - George Watkins and Anita Holley  
WASC - Bud Sawisch  
CASC - Brandon Boyd

**Opening:** Helen Hurcombe greeted the members and expressed the need for the NFA Diversity Council. The Council members were asked if they want to change or add to the membership because several people have left and new people may be interested in joining the Council. The members were also asked to reassess the issues and to solicit interests from NFA employees. Helen requested the Council members to submit input on topics of interest to NFA staff and to address, any needs, issues, concerns, and new ideas by April 15, 2003.

**Minutes:** The Council members reviewed and approved the December 10, 2002, meeting minutes. The approved minutes will be put on the NFA Diversity Council web site.

**Alternate Work Plan:** Stanton Lum is continuing to work on the final version of the plan. Helen requested that the plan be finalized as soon as possible for Sonya Stewart's review.

**DEMO Project:** On February 14, 2003, OPM approved DOC's request to extend the project for an additional 5-year period through March 2008. DOC is currently working to obtain OPM approval to expand the project up to the authorized 5,000 employee limit. After approval, it will be decided how the slots will be allotted. DOC will use some of the slots. Because of space limitations, NFA probably will not participate in this project.

**NOAA Telework Plan:** DOC has issued their Telework Plan and NFA will probably use the plan as a model. In January 2003, Sonya Stewart sent the AA's and other staff offices a copy of the Telework Policy and asked that they review the policy and provide comments to Jeannette Newland by February 10, 2003. Jeannette received the comments and is refining the plan. After the review is completed, it will be sent to Sonya for final approval.

**New Communications Group:** Creation of a new communication group was deferred until there is a full complement on the Council. Need to regroup and recruit volunteers to serve on the Communications Committee. The new group will focus on issues, new ideas, and suggestions on how to improve communication within NFA.

**Customer Service Action Team:** The Customer Service Action Team has been closed out.

**Career Development Team:** Mary T. Drake and the team members are reviewing additional criteria for development of the CADE program package. Mary expects to have a final draft in place by April 2003. Helen asked for a copy of the draft and a presentation on the status of the CADE program before the next Council meeting.

**Next Meeting:** The next NFA Diversity Council meeting will be on held Thursday, June 18, 2003, at 2:00 p.m. EST.